



UNITED STATES BANKRUPTCY COURT DISTRICT OF CONNECTICUT

Position Vacancy 2012/01

Position:	Clerk of Court
Salary Range:	JSP 16-17 -\$147,013 to \$174,000
Application Closing Date:	May 25, 2012, or until filled
Employment Start Date:	July, 2012

Position Overview

The Clerk of Court is appointed by the Judges of the Court. This is a high-level management position that functions under the direction of the Chief Judge of the United States Bankruptcy Court. The Clerk of Court is responsible for managing the administrative activities of the Clerk's office and overseeing the performance of the statutory duties of the office. Included among the responsibilities are policy implementation and monitoring, long-range planning, budgeting, financial management, automation, human resource management, property procurement and management and public relations. The Clerk of Court's official duty station is located in Hartford, Connecticut. The court also has divisional offices in New Haven and Bridgeport, Connecticut. A judge is resident in each of the divisions. Duties also include establishing and continually maintaining relationships with other federal courts, the Administrative Office of the United States Courts, various bar associations, the public and government agencies having business with the court.

Qualifications

Applicants must have ten or more years of progressively responsible administrative experience in public service, law or business which provides a thorough understanding of the organizational, procedural and human relations aspects of managing an organization. At least five of the ten years' experience must have been in a position of substantial management responsibility. Undergraduate, graduate or legal education may be considered by the court as a substitute for some of the required general experience.

Court management experience is highly preferred.

Applicants should possess excellent leadership, organizational and analytical skills, in addition to the following:

1. A performance history that clearly reflects skills and demonstrable experience in managing a large detailed annual budget.
2. Outstanding writing, speaking, personal and team building skills.
3. Ability to manage the court's information technology, which includes, among others, Case Management/Electronic Case Files, Lotus Notes, Word Processing Applications and a Financial Management System.

Information for Applicants

The United States Bankruptcy Court is part of the judicial branch of the United States government. Court employees serve at will and are not included in the government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees including, paid vacation, sick leave, choice of health benefit plans, and participation in the Federal Employees Retirement System. This position is subject to mandatory electronic fund transfer participation for payment of net pay. The best qualified applicants will be invited for interviews. Applicants selected for interviews will be responsible to pay for expenses, including travel, associated with the interview. The successful applicant is subject to a background check.

Application Procedure:

Qualified applicants must submit an original and three copies of the following: (1) a cover letter; (2) a resume that details years of experience, including names and addresses of employers, dates of employment, functions managed, number and composition of personnel supervised, and salary history; (3) an Application for Judicial Branch Federal Employment (Form AO78); and (4) a list of at least four professional references, with current contact information. The Application for Judicial Branch Federal Employment (Form AO78) is available at <http://www.uscourts.gov/forms/AO078.pdf>

Please submit application materials in an envelope **MARKED CONFIDENTIAL to:**

Louis A. DiLella
Human Resource Manager
7th Floor
450 Main Street
Hartford, Connecticut 06103

The United States Bankruptcy Court is an equal opportunity employer.